

Health and Safety Policy

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About TalentEd

TalentEd is a registered charity, committed to delivering services which address the following objectives:

1. The advancement of education; and
2. The relief of those in need by reason of financial hardship or other disadvantage

We do this by supporting high ability students from low income backgrounds to help realise their full academic potential.

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1. About this policy

This policy sets out our arrangements for ensuring TalentEd meet its health and safety obligations to staff and anyone visiting our premises or affected by our work.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Statement of intent

This policy statement on health, safety and welfare has been agreed by the Trustees of TalentEd and establishes their intent to provide safe and healthy conditions for employees and others who come into contact with the charity and may be affected by its activities.

Combined with the detail of how the strategies and policies are implemented, this document forms the Trustees Health and Safety at Work Policy as required by the health and Safety at Work Act 1974. Copies are made available to all employees.

TalentEd has established and maintained procedures for controlling all the health and safety documents required under accepted standards.

Meeting this commitment, TalentEd will work to meet this commitment by:

1. Identifying and assessing any and all risks to which people will be exposed and introducing specific measures to reduce these risks
2. Building, adopting and reviewing a body of safe working practices, safety precautions and accident prevention measures
3. Providing sufficiently skilled supervision, relevant instructions and appropriate training to all levels in both health and safety and job specific skills
4. Providing a safe, healthy environment with suitable welfare and first aid arrangements
5. Encourage staff to contribute their own ideas for new and improved safety procedures.
6. Establishing monitoring and reporting procedures to ensure that health and safety standards are being met. Keeping Trustees and employees informed and involved in consultation over any improvements that might be planned.

This statement is supported by accompanying notes, procedures, systems, notices and codes of practices in place, which as a whole form our Health and Safety Policy. These arrangements clarify everyone's specific roles and responsibilities and how we expect work to be organised. We require organisations working for or with us to have in place and to implement suitable and sufficient health and safety procedures in accordance with the appropriate statutory provisions.

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We will collect and analyse information on accidents, dangerous incidents and work-related ill health. Any such incident will be investigated, and the outcome shared and used to prevent reoccurrence and improve practice.

The Health and Safety at Work Policy will be regularly monitored and updated to take account of legislative and/or organisational changes and the Trustees will ensure the annual review of the policy contains proposals for the improved management of safety.

This statement should be read by and made available to (in whatever manner is appropriate) all staff and contractors working for TalentEd.

3. Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our disciplinary procedure.

4. Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely.

Staff will be given a health and safety induction and provided with appropriate safety training.

5. Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6. Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards and health and safety file.

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All accidents and injuries at work, however minor, should be reported to the senior Director and recorded in the accident book which is kept in the Health and Safety folder in the office. Serious accidents and incidents resulting in major injury, death or long term absence from work should be reported in accordance with the Reporting of Incidents Diseases and Dangerous Occurrences Regulations. Contact your line manager and Health and safety Executive for details.

7. Fire safety

All staff should familiarise themselves with the local fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

Fire drills must be taken seriously. We also carry out regular fire risk assessments.

8. Risk assessments and measures to control risk

TalentEd carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9. Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

Further information on workstation assessments, eye tests and the use of DSE can be obtained from your line manager.